

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☐ ACTION
☒ NOTICE 05-25 Revised

ISSUE DATE: 12/29/2005
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input checked="" type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: Workforce Development Board Directors
Workforce Development Board Chairs
Chief Local Elected Officials

From: Bill Clingan /s/
Division Administrator

RE: Workforce Development Board (WDB) Monitoring Requirements

PURPOSE

To direct WDBs receiving Division of Workforce Solutions (DWS) funds through grants and contracts to comply with the applicable monitoring and oversight requirements.

BACKGROUND

In 2005 the U.S. Department of Labor (DOL) performed onsite reviews of monitoring systems in two of Wisconsin's local workforce development areas. DOL noted several issues of concern and made recommendations to DWS. The primary concern was that the WDB and Local Elected Officials (LEOs) were not meeting their responsibility for independent oversight of the Workforce Investment Act (WIA) program, as set forth in the Code of Federal Regulations (20 CFR 661.305).

POLICY

As required in 20 CFR 661.305, WDBs are required to conduct oversight of the One-Stop system, youth activities and employment and training services under Title 1 of WIA, in partnership with the LEO. This activity includes monitoring of the WDB/administrative entity and of its subcontractors. Both activities require that the proper monitoring procedures be followed. WDBs receiving WIA funds must follow the applicable WIA regulations, as described below:

- The WDB and LEO must perform independent oversight of the WIA program.

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

- A degree of independence must exist between the agency and the monitoring activity.
- A conflict of interest, or appearance of, must not exist. For example, staff that performs monitoring should not be employed by the agency being monitored.
- A separate, outside entity may also perform agency monitoring.
- If it is not financially feasible for an outside entity to conduct monitoring, an alternative would be to have the WDB monitoring staff report the monitoring results directly to the WDB/LEO.

ACTION SUMMARY STATEMENT

WDBs and LEOs should ensure that they are meeting their responsibility for independent oversight of the WIA program. Current monitoring policies and procedures should be reviewed to ensure compliance with these requirements. DWS will be reviewing local monitoring systems during the Program Year 2005 monitoring cycle for compliance with the above regulations.

QUESTIONS

Any questions regarding this guidance should be directed to Jim Foelker, (608-266-3623 or E-mail: james.foelker@dwd.state.wi.us) in the DWS Grants and Contracts Section or to your appropriate Local Program Liaison.